

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Airport Authority (CCAA)**  
**February 21, 2024 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Authority Members**

<b>Chair – Tim Puliz</b>	<b>Vice Chair – Harlow Norvell</b>
<b>Treasurer – Jon Rogers</b>	<b>Member – Curtis Horton</b>
<b>Member – Paul Hamilton</b>	<b>Member – Karl Hutter</b>
<b>Member – Michael Golden</b>	

**Staff**

Corey Jenkins – Airport Manager  
Steve Tackes – Airport Counsel  
Briana Munoz – Public Meetings Clerk

**NOTE:** A recording of these proceedings, the Board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

Audio recordings and the meeting minutes of the Carson City Airport Authority meetings are available on [www.carson.org/minutes](http://www.carson.org/minutes).

**A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM**

(5:31:16) – Chairperson Puliz called the meeting to order at 5:31 p.m.

(5:31:35) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Tim Puliz	Present	
Vice Chair Harlow Norvell	Present	
Treasurer Jon Rogers	Absent	
Member Michael Golden	Present	
Member Paul Hamilton	Present	
Member Curtis Horton	Present	
Member Karl Hutter	Present	5:44 p.m.

**B. PLEDGE OF ALLEGIANCE**

(5:32:10) – Led by Mr. Jenkins.

**C. APPROVAL OF THE MINUTES OF PAST MEETINGS OF THE AIRPORT AUTHORITY.**

(5:32:30) – Chairperson Puliz introduced the item and entertained comments, changes, and/or a motion to approve the minutes of the January 17, 2024 meeting.

**(5:32:32) – MOTION: Member Golden so moved. Vice Chair Norvell seconded the motion. The motion carried 5-0-0.**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Golden
<b>SECONDER:</b>	Norvell
<b>AYES:</b>	Puliz, Norvell, Golden, Hamilton, Horton
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Hutter, Rogers

**D. MODIFICATION OF THE AGENDA.**

(5:33:08) – Chairperson Puliz noted that there were no modifications to the agenda.

**E. PUBLIC COMMENT**

(5:33:28) – Chairperson Puliz entertained public comments; however, none were forthcoming.

**F. AIRPORT ENGINEER’S REPORT**

(5:34:29) – Chairperson Puliz introduced the item. Wood Rodgers Representative Brian Martinezmoles was present via WebEx. Mr. Jenkins proceeded with the Airport Engineer’s Report, which is incorporated into the record, due to technical difficulties. Mr. Martinezmoles provided the rest of his report. Mr. Jenkins responded to clarifying questions.

(5:41:22) – Chair Puliz recessed the meeting.

(5:46:18) – Chair Puliz reconvened the meeting. A quorum was still present.

**G. CONSENT AGENDA**

None.

**H. PUBLIC HEARINGS**

**1. FOR DISCUSSION AND POSSIBLE ACTION: ECHO DELTA COMMUNITY ASSOCIATION REQUEST FOR EXTENSION OF TIME ON CONSTRUCTION SCHEDULE**

(5:46:21) – Chairperson Puliz introduced the item. Mr. Jenkins referenced the Board Memo, which is incorporated into the record.

(5:49:02) – In response to Member Hutter’s question, Mr. Jenkins stated that he was unsure of the project’s timeline for plan submittal and permit receipt but noted that lead times of materials and permit request issues contributed to the delay. Member Hutter expressed concerns regarding the proposed 30-month construction span following permit approval included in the motion, stating that it was unnecessarily long. Mr. Jenkins noted that the motion could be amended and responded to clarifying questions.

(5:52:37) – Mr. Tackes elaborated on the original plans and previous delays related to utility locations. Member Golden said that he was not opposed to the proposed extension, stating that with utilities now on site, the second phase of the project should proceed without issues. Vice Chair Norvell noted that the leasehold had a long history and said that the current developer has been faithful in taking up the project and completing it. In response to Vice Chair Norvell, Mr. Jenkins stated that tenants were moving into the first building that was completed.

(5:56:40) – Mr. Tackes noted challenges in the construction industry with obtaining governmental permits and highlighted its impact on developers. Member Horton concurred with Mr. Tackes’ statements and noted that he was not familiar with the project but expressed neutrality with the proposed timeframes.

(5:59:13) – Chairperson Puliz recounted specific delays encountered with Mr. Ortiz’s development, noting that the setbacks were due to permitting issues and adverse weather conditions rather than supply issues. Chair Puliz expressed support for the extension request, emphasizing that he did not want to set a precedent for time extensions but was in favor of this request due to a specific track record with the parcel.

**(6:00:56) – MOTION: Member Hutter moved to approve the request for extension of time on the construction schedule.**

**A. Plans completed and submitted to the landlord for approval within 12 months of this extension.**

**B. Site permit be obtained for construction within 180 days next following**

**C. The construction to be completed within 30 months of the approved permit.**

**Member Golden seconded the motion. The motion carried 6-0-0.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Hamilton
<b>SECONDER:</b>	Rogers
<b>AYES:</b>	Puliz, Norvell, Golden, Hamilton, Horton, Hutter
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Rogers

**2. FOR DISCUSSION: REVIEW AND DISCUSS FY 24/25 PRELIMINARY BUDGET**

(6:02:13) – Chair Puliz introduced the item. Mr. Jenkins referenced the Board Memo and Preliminary Budget, both of which are incorporated into the record, and provided an overview of the budget.

(6:08:41) – In response to Member Hutter’s question, Mr. Jenkins clarified that the remaining portion of the funds for the terminal entrance beautification project would be budgeted for once the design phase is completed. Mr. Jenkins explained that the initial budget of \$120,000 was intended to cover both design and construction but was found to be unrealistic for the project’s scope.

(6:09:45) – Member Hamilton expressed concerns regarding the capacity of the perimeter road for fuel truck usage. Mr. Jenkins explained the need to determine a feasible weight limit. Member Golden suggested considering weight limitations in the design phase to align with historical usage.

(6:16:20) – Chair Puliz read a comment from Treasurer Rogers, who was not in attendance, which stated: “As in previous years the preliminary budget is a collaboration between Corey and me. We have reviewed the preliminary budget line by line to generate the budget numbers presented at this meeting. The salary numbers presented include the cost of the salary increase for Corey Jenkins as requested in Item H-3 of today’s agenda. The board will need to do a final review and approval of their preliminary budget at its March meeting. Please refer any feedback on the budget between the February and March meetings to Corey.”

### **3. FOR DISCUSSION AND POSSIBLE ACTION: CONSIDERATION FOR PAY INCREASE FOR AIRPORT MANAGER.**

(6:17:07) – Chairperson Puliz introduced the item. Mr. Tackes referenced the Board Memo and the list of Airport Manager Salaries at Comparable Airports, both of which are incorporated into the record. Mr. Tackes noted that the primary reason for raising Mr. Jenkins’ salary was for his work performance.

(6:22:04) – Chairperson Puliz read Treasurer Rogers’ comment, which stated: “I concur with the revenue numbers included in the chart labeled ‘CXP Lease and Property Tax Revenues Over Time.’ I believe that the revenue increases it shows are due to Corey’s excellent administrative, attention to detail, and customer service skills. I have no doubt that we will continue to see strong revenue growth in the future under Corey’s stewardship.”

(6:22:55) – Vice Chair Norvell referenced the list of Airport Manager Salaries at Comparable Airports and compared the proposed salary of \$113,000 for Mr. Jenkins to the average salaries per based aircraft at other airports. He highlighted the ongoing and planned developments at the Airport led by Mr. Jenkins.

(6:28:09) – Member Hamilton commended Mr. Jenkins for contributing to the Airport’s development and expressed support for the raise. Member Golden stated that he was in favor of the proposed raise for Mr. Jenkins, citing significant improvement in the Airport’s operations and development under Mr. Jenkins’ management. He emphasized the importance of considering cost of living and inflation in determining the salary.

(6:32:44) – Member Horton shared concerns regarding the salary amount and highlighted the importance of fair compensation for Mr. Jenkins and staff. He noted that with inadequate compensation there was a risk of becoming a training ground for employees seeking higher salaries elsewhere. Chair Puliz said he appreciated the diverse

perspectives within the Board and emphasized the need to consider not only the number of operations but also the Airport’s income. He expressed support for the proposed raise.

(6:38:10) – In response to Vice Chair Norvell’s question, Chair Puliz acknowledged the possibility of larger job opportunities for Mr. Jenkins in the future and emphasized the need for a succession team to ensure smooth transitions if such opportunities arise. He stressed the importance of fair compensation for Mr. Jenkins while expecting him to have plans in place for succession training.

(6:39:21) – Member Hutter noted a significant increase in revenues since Mr. Jenkins began and highlighted the need for rewarding results. He agreed with Chair Puliz’s comment.

**(6:40:53) – MOTION: Member Golden moved to approve the pay increase for Corey Jenkins to \$120,000, effective March 1, 2024. Member Hutter seconded the motion and the motion carried 6-0-0.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Golden
<b>SECONDER:</b>	Hutter
<b>AYES:</b>	Puliz, Norvell, Golden, Hamilton, Horton, Hutter
<b>NAYS:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Rogers

**I. AIRPORT MANAGER’S REPORT**

(6:42:24) – Chairperson Puliz introduced the item. Mr. Jenkins provided his report, which is incorporated into the record.

**J. LEGAL COUNSEL’S REPORT**

(6:54:18) – Chairperson Puliz introduced the item. Mr. Tackes stated that although April 15, 2024 was the deadline for the tentative budget, he noted that approval was not mandatory at the March 20, 2024 meeting. He added that approval of the tentative budget as the final budget would take place in May 2024. Mr. Tackes provided an overview on a meeting held with Carson Tahoe Executive’s sister company to go over planned projects for the east side of Taxiway Bravo.

**K. TREASURER’S REPORT**

(6:58:01) – Chairperson Puliz introduced the item and noted that Treasurer Rogers was not present.

**L. REPORT FROM AUTHORITY MEMBERS**

**1. STATUS REVIEW OF PROJECTS**

**2. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**

**3. CORRESPONDENCE TO THE AUTHORITY**

**4. STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE AUTHORITY**

(6:58:09) – Chairperson Puliz entertained Member reports; however, none were forthcoming.

**M. PUBLIC COMMENT**

(6:58:21) – Chairperson Puliz entertained public comments; however, none were forthcoming.

**N. AGENDA ITEMS FOR NEXT REGULAR MEETING**

(6:58:23) – Chairperson Puliz entertained requests for agenda items for the next CCAA meeting; however, none were forthcoming.

**O. ACTION ON ADJOURNMENT**

**(6:58:30) – MOTION: Chairperson Puliz adjourned the meeting at 6:58 p.m.**

The Minutes of the February 21, 2024 Carson City Airport Authority meeting are so approved on this 20<sup>th</sup> day of March 2024.